Process	*Journal Generation*
Process Number	*AP-028*

Description of Process

The Journal Generation process takes accounting entries from Accounts Payable and formats them into summarized journal entries at the chart field level that can be posted to the General Ledger.   Journal Generation will take place in the General Ledger Module during overnight batch processing. After the batch program has successfully run, journal entries sent from Accounts Payable can be reviewed in the General Ledger system. These entries will be identified by "AP_", the template name (i.e., PYMT, VCHR, CLOSE, etc.) and a sequential journal number. After Accounts Payable information has been posted to the General Ledger, any changes made in the General Ledger will only be reflected in the General Ledger and would not be reflected in Accounts Payable. At this point, the only changes permitted directly to the voucher in Accounts Payable are invoice number and description.

Input to Process

Posted vouchers and posted payments.

Output of Process

General Ledger journals.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	**Journal Generator Template** establish at the STATE level. Templates must exist for: Canceled Payments, Closed Vouchers, Payments, Currency Revaluations, and Voucher Transactions. Defaults and Summarization panels determine how the entries will be summarized and how the journals will be created.
Process	**Journal Generator** is a batch only process run control that signals the creation of accounting entries in the General Ledger system.
	Process Journals – Inquire – Ledgers is used to review journal entry information.
	Process Journals – Inquire –Journals is used to review

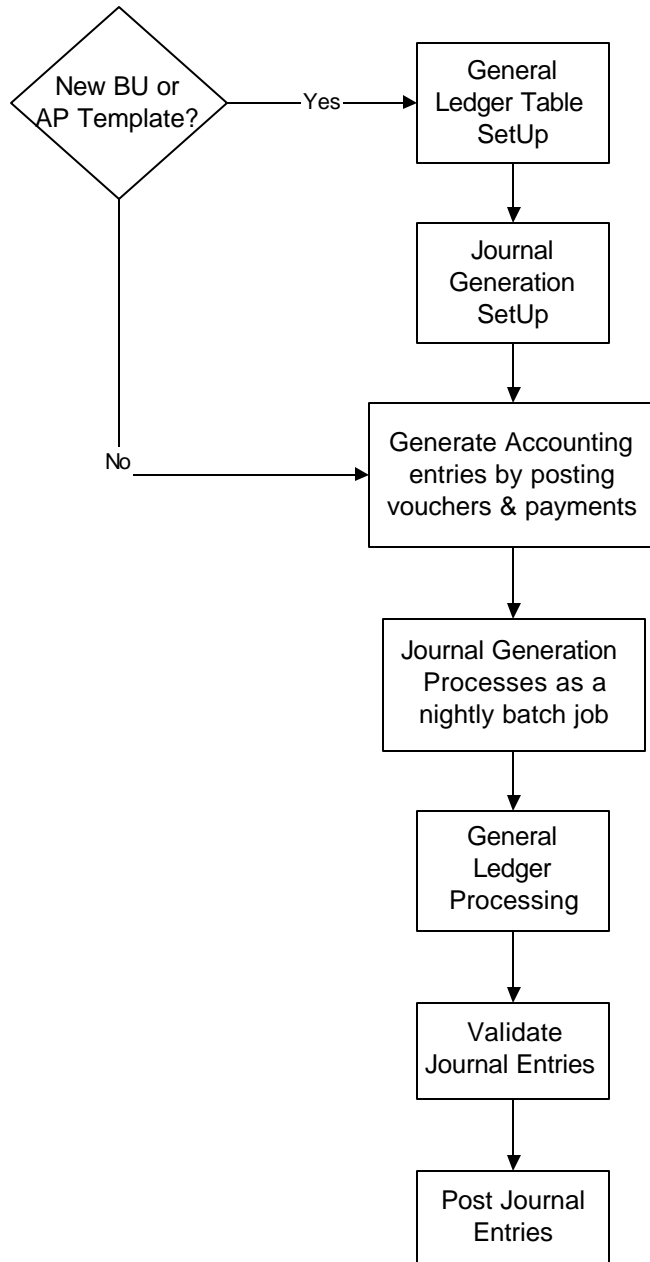| Function	Panel Group
Process, cont.	journal entry information.
Report	**Posted Voucher Listing Report** lists posted vouchers and the accounting entries created when they were posted in Accounts Payable.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: **Review Table Setup** Review General Ledger Table SetUp. Review Accounts Payable Table SetUp as new Business Units or Accounts Payable templates are added.	Accounts Payable Team
Step 2: **Enter Voucher** Agencies enter voucher information. See Voucher Process Definition for more detail.	Agency
Step 3: **Run Nightly Batch Processing** Vouchers are matched, budget checked, and posted to Accounts Payable.	Financial Systems Solutions
Step 4: **Journal Generate** Journal Generation takes place in the General Ledger Module during nightly batch processing. Journal entries are create in the General Ledger.	Financial Systems Solutions
Step 5: **Verify Journal Generated Transactions** Agency reviews Posted Voucher Listing Report that lists posted vouchers and the accounting entries created when they were posted in Accounts Payable.	Agency
Step 6: **Correct General Ledger** Agencies can make corrections to journals in the General Ledger system.	Agency

Forms Used with Process

None

Process Flow Diagram (if appropriate):

```
   ┌─────────────┐
  ╱ New BU or    ╲──Yes──▶ ┌──────────────┐
 ╱  AP Template?  ╲        │   General    │
 ╲                ╱        │ Ledger Table │
  ╲              ╱         │    SetUp     │
   └─────┬───────┘         └──────┬───────┘
         │                        │
         │                        ▼
         │                 ┌──────────────┐
         │                 │   Journal    │
         │                 │  Generation  │
         │                 │    SetUp     │
         │                 └──────┬───────┘
        No                        │
         │                        ▼
         │                 ┌──────────────────┐
         └────────────────▶│ Generate Accounting│
                           │ entries by posting │
                           │ vouchers & payments│
                           └────────┬───────────┘
                                    │
                                    ▼
                           ┌──────────────────┐
                           │ Journal Generation│
                           │ Processes as a    │
                           │ nightly batch job │
                           └────────┬──────────┘
                                    │
                                    ▼
                           ┌──────────────┐
                           │   General    │
                           │   Ledger     │
                           │  Processing  │
                           └──────┬───────┘
                                  │
                                  ▼
                           ┌──────────────┐
                           │   Validate   │
                           │ Journal Entries│
                           └──────┬───────┘
                                  │
                                  ▼
                           ┌──────────────┐
                           │ Post Journal │
                           │   Entries    │
                           └──────────────┘
```

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			2-08-99
Charmane Miller	THG Project Lead			2-16-99
Mindy Byram	Design Analyst			2-16-99